

TOP SECRET CONTROL AUTOMATED DATA SYSTEM (TSACDS)

Background

1. The Office of Information Services (OIS) assumed responsibility for management of the Agency Top Secret Control Program and the Top Secret Control Automated Data System (TSCADS) from the Office of Security on 1 June 1981.

2. The Top Secret Control Program is concerned with the control of all collateral Top Secret records in the Agency except Top Secret cables and telepouches. The program also is concerned with the control of Treaty Organization records, specifically NATO documents. The D/OIS is responsible for appointing the CIA Top Secret Control Officer and the CIA Treaty Organization Control Officer, and for establishing policy and procedures for the Agency Top Secret Control Program.

3. [ ] is the CIA Top Secret Control Officer. She also is Chief of the Operations Section in the Information Technology Branch where the day-to-day TSCADS activities are carried out along with the ARCINS program. There are two employees under [ ] assisting with TSCADS, concentrating on data base management, data input preparation, and component audits and review. There are two full-time and three-part time employees who input data into both TSCADS and ARCINS.

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Operation

- TSCADS is a computer-based inventory of collateral Top Secret documents and Top Secret treaty organization documents.
- 220,000 documents are in the system.
- The backlog on 31 December 1981, amounted to 15,693 transactions.
- Approximately 50,000 transactions a year are recorded in TSCADS.
- Control is maintained through an Agency-wide network of Area Top Secret Control Officers who report all transactions to the Agency Top Secret Control Officer in OIS.
- Agency Policy related to Top Secret and Treaty Organization control is stated in:



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#### Problems

- Delays in receiving and processing transaction information cause the data base to be somewhat unreliable.
- The Agency does not have a clear policy on what to do when a controlled document cannot be accounted for.

#### Action being taken

- OIS has asked the Office of Data Processing (ODP) to upgrade TSCADS from a VM Batch system to a GIMS on-line system. This should reduce the time required to record each transaction and eliminate the backlog. ODP is looking into the possibility of linking the enhanced TSCADS system with other GIMS systems in component registries, thus enabling use of the computer to check for accounting discrepancies.
- OIS is updating the Manual for Top Secret Control Officers, specifying actions to be taken if documents are lost.

TSCADS PRODUCTION  
1 June 1981 - 1 March 1982

Backlogged Forms on 1 June 1981	25,315
Backlogged Forms on 1 March 1982	<u>-19,227</u>
Reduction in backlog	6,088
Forms Received between 1 June 1981 and 1 March 1982	32,218
Forms backlogged on 1 June 1981	<u>+25,315</u>
Work to be done	57,533
Work in backlog 1 March 1982	<u>-19,227</u>
Work actually done 1 June 1981- 1 March 1982	38,306 Forms processed